

*fac*

1 July 1959

**MEMORANDUM FOR:** Chief, Document Division

**THROUGH :** Chief, Control Branch

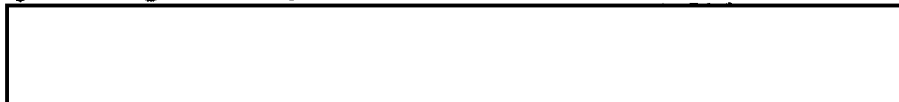
**SUBJECT :** Filming of Finished Intelligence

1. Vital Materials has requested that some provision be made, whereby finished intelligence can be separated from raw intelligence more expeditiously when film records are purged. The following procedure has been adopted as of this date:

- A. All finished intelligence is batched by Processing Section in envelopes stamped "FIN INTELL".
- B. Special Section of Analysis Branch will keep Processing Section advised on the identification of finished intelligence. The current guide for identifying finished intelligence is as follows:

- 1. All material from IPI shelf that is indicated for IPI.
- 2. All State and USIA items that are batched SPECIAL.
- 3. Changes to any of the foregoing items.

25X1






- C. The Microfilm Unit will film these batches at the beginning of a roll of film. This will make the finished intelligence more accessible so that VM can be provided either a print of each report or an all-Fin-intell roll of film. This latter point will be settled by Machine Division, the Library and VM.

25X1



Chief, Processing Section

**Distribution:**

- Orig. and 1 - Addressee
- 1 -  (MD)
- 1 -  (admin)
- 1 - 
- 15 - DD/CB/PS

25X1